



1651 Alhambra Boulevard
Sacramento, CA 95816

Providing information technology services to
California Health and Human Services Agency Departments

JOB OPPORTUNITY



Gray Davis,
Governor

CLASSIFICATION: Accountant Trainee (2 positions)
(Permanent, Full time)

POSITION LOCATION: Health and Human Services Data Center (HHSDC)
Administrative Services Division- Accounting Branch
1651 Alhambra Boulevard
Sacramento, CA 95816
(Free Parking Available)

SALARY: \$2,883 - \$3,338

Duties/Responsibilities:

Under the general direction of the Senior Accounting Officer (Supervisor), the incumbent works in the Accounts Payable Section and is responsible for payment of invoices through a complex financial accounting system. Conducts research and audits for validating accuracy of invoices. Works closely with internal/external customers, administration staff and control agencies.

Desirable Qualifications:

- Knowledge of PeopleSoft accounting system.
- Knowledge of Generally Accepted Accounting Principles (GAAP).
- Knowledge of governmental accounting policies, guidelines, and regulations.
- Knowledge of personal computer and programs.
- Ability to work independently and with others in a team environment.
- Ability to conduct research, perform analysis and make logical conclusions.
- Ability to interact with all levels of staff and customers.
- Ability to work on multiple tasks.
- Excellent oral and written communication skills.
- Understanding of the importance of good customer service and the necessity of effective communication to meet customers' business needs.



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Who May Apply:

Pending freeze exemption approval for candidates other than current HHSDC state employees.

HHSDC employees who are at or have lateral transfer eligibility to the Accountant Trainee classification.

Persons who have list eligibility. (If applicable, please indicate that you have list eligibility for this classification on your application.)

SROA/Surplus candidates are encouraged to apply. (If applicable, please indicate on your application that you are an SROA/Surplus candidate.)

Inquiries regarding this position may be directed to Jaana Brown (916) 739-7931.

Please reference RPA# 03-080 or 03-081 on your application.

Final Filing Date: February 11, 2003

Submit applications/resumes to:

Health and Human Services Data Center
Human Resource Branch
Examination and Recruitment Unit
Attention: Renee Tovar
1651 Alhambra Boulevard
Sacramento, CA 95816

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.